



GATEWAY NATIONAL RECREATION AREA

Sandy Hook Unit

P. O. Box 530

Fort Hancock, NJ 07732

SPECIAL USE PERMIT PROCESS

Public Assembly Events

To follow is a general overview of steps involved to procure a permit to assemble as a group on Sandy Hook

For all questions/information, please contact:

Marge Fallon

Permit Coordinator/Park Events Coordinator

Phone: 732-872-5911

Fax: 732-872-5915

eMail: marge_fallon@nps.gov

GENERAL INSTRUCTIONS

- 1. A special use permit is required for all public assembly or special events; sporting activities; weddings; corporate gatherings, and use of a reserved area.**
- 2. When the use requires management to prevent impairment or derogation to the resources or a significant disruption of normal visitor or Agency use, a permit is required.**
- 3. A permit is required for distribution of literature.**
- 4. Mandated by P.L. 106-206, allows the Secretaries of the Interior and Agriculture to establish a fee system for use of park lands under their jurisdiction. The amount is intended to generate a fair return to the government for the use of Federal property. The fees set forth in this document are established as the minimum resource fees to be charged and shall be subject to an annual review and adjustment to ensure that they represent fair market value.**
- 5. An application for a permit follows and requires a \$100 administrative fee made payable to the National Park Service for processing. If time is critical, you may fax your application and follow with your check in the mail.**
- 6. A special use permit can be issued as expeditiously as needed. A \$50.00 fee is charged for a special use permit.**

National Park Service
Gateway National Recreation Area
Sandy Hook Unit
Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow at least four (4) business days for processing. A non-refundable processing fee may be required to accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. (Note: there may be additional fees charged, and you **may** be required to provide proof of liability insurance.)

Applicant Name:	Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax#:

Description of Proposed Activity (attach diagram):

Requested Location: _____

Date (s): _____

Event set up will begin	Event will begin	Event will end	Removal will be done:

Maximum Number of Participants _____ (Please provide best estimate)

Maximum Number of Vehicles _____ (attach parking plan)

Support Equipment (list all equipment) _____

Support Personnel (contractors, etc. including addresses and telephones) _____

Individual in charge of event on site (include address, telephone and cell phone numbers): _____

Is this an exercise of First Amendment Rights?	Y	N
Are you familiar with/ have you visited the requested area?	Y	N
Do you plan to advertise or issue a press release?	Y	N
Will you distribute printed material?	Y	N
Is there any reason to believe there will be attempts to disrupt, protest or prevent your event?(if yes explain on separate sheet)	Y	N

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$100.00 made payable to **National Park Service**. Application and administrative charges are non-refundable. *This completed application should be mailed or faxed to:*

***Permit Coordinator
Gateway National Recreation Area
P. O. Box 530
Fort Hancock, NJ 07732
Fax: 732-872-5915***

Note that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240



GATEWAY NATIONAL RECREATION AREA Sandy Hook Unit

FOOT RACES – BICYCLE EVENTS – WALKS

SPORTING ACTIVITIES AS CAPTIONED ABOVE IS PERMITTED IN THE PARK. CRITERIA FOR ORGANIZING AN EVENT ON SANDY HOOK -

1. After selecting a date, a call to the Park Events Coordinator, Marge Fallon at 732-872-5911 will verify that your date is available.
2. An application for a permit will follow.
3. Arranging a meeting with the park to review logistics and ranger support needs is imperative.
4. A special use permit will be issued if the park determines that the event is manageable, meets all safety requirements and will not be detrimental to the park or its resources (natural and cultural).

ALL EXCHANGE OF MONIES (REGISTRATION FEES) IS CONDUCTED OFF SITE - SALE OF ANY ITEM(S) IS PROHIBITED ON PARK PROPERTY - ADVERTISING BANNERS ARE NOT PERMITTED INSIDE THE PARK - DETAILS OF SPONSOR RECOGNITION WILL BE PRESENTED TO THE PARK FOR APPROVAL - ROADWAY CONES FOR DELINEATION MAY BE REQUIRED - FREE STANDING DIRECTIONAL SIGNS ARE PERMITTED - PORTABLE RESTROOMS ARE REQUIRED - EMO SUPPORT IS NECESSARY - RANGER PRESENCE FOR TRAFFIC MONITORING, SAFETY ISSUES OR CROWD CONTROL IS ASSESSED AT \$45 PER HOUR, PER RANGER - A STAGING AREA AND RACE ROUTE WILL BE DETERMINED BY THE PARK - INSURANCE IS MANDATORY.

ALL FEES ASSOCIATED WITH THIS EVENT WILL BE CALCULATED AND DUE PRIOR TO THE ACTIVITY.



Resource Fee/Reserved Areas:

w/Special Use Permit

Public Assembly, Weddings, Corporate

Administrative Fee	\$100.00
Permit Fee	\$ 50.00
Location: Auditorium (Building & Grounds)	\$450.00
Auditorium Grounds only	\$300.00
Auditorium ½ Day (Bldg./Grounds)	\$250.00
Field #102 (All Day Use only)	\$300.00

**Sporting Activities: Bicycle Events, Walkathons, Foot Races,
Marathons, etc. using park roadways and
a staging area**

Administrative Fee (Application Review)	\$100.00
Permit Fee	\$ 50.00
50-100 Participants	\$350.00
101-250 Participants	\$500.00
251-400 Participants	\$800.00
401-600 Participants	\$1500.00
601-800 Participants	\$2000.00
801-1000 Participants	\$2500.00
1001-2000 (max.) Participants	\$3500.00



**GATEWAY NATIONAL RECREATION AREA
SANDY HOOK UNIT
SITES TO RESERVE ON SANDY HOOK**

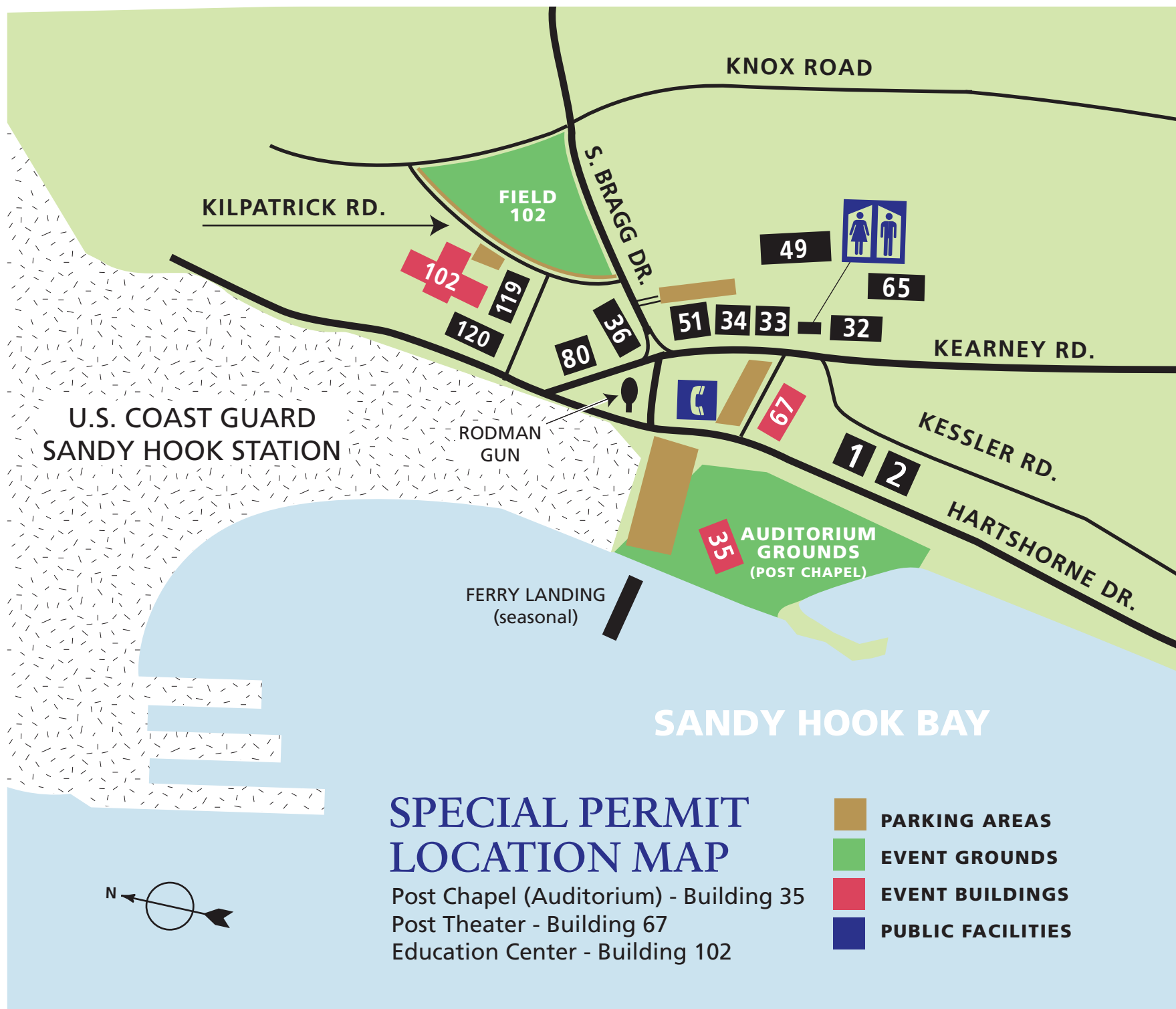
AUDITORIUM/CHAPEL:

The Auditorium, formerly known as the Post Chapel, accommodates 135 people. There is a foyer with a coatroom as you enter. The hall is approximately 2997 square feet of rectangular space with a one step up stage and backdrop curtain, a vaulted ceiling and several large windows on each side of the structure. In the rear of the building are two empty small rooms and one small restroom. The auditorium is not air-conditioned. Amplification of music or speakers may require a generator. The building is situated on a large grassy knoll overlooking the bay that will accommodate 300+. Erecting a tent on the grassy area is permitted with available electricity. Parking for 65 vehicles is next to the building with additional parking across the street. Public trailer-type restrooms are positioned across the street. There are approximately 70 orange plastic chairs and a few tables inside the building. Catering is required if you are planning to cook or barbecue. The consumption of alcoholic beverages is permitted inside the auditorium/chapel or adjacent to the building. Consumption of alcoholic beverages is prohibited in the historic setting of Fort Hancock. Reservation of this site requires a permit.

FIELD #102:

This is a large open grassy field comfortably accommodating 250 people. A tent may be erected on this site. There are no additional amenities. Portable trailer-type restrooms are across the street and parking surrounds the field with additional parking across the street behind the Firehouse. North Beach Center is approximately 1/16th of a mile away. Cooking or barbecuing requires a caterer. Reservation and Permit required. The park does not provide sporting equipment.

The park is officially open from sunrise to sunset. A special use permit or the written approval of the superintendent may allow you to remain past dark. Quiet Time in the park is officially observed from 10:00 p.m. until 6:00 a.m. All permitted activities are required to observe. Ferry service from Pier 11 in New York is provided during the summer.



SPECIAL PERMIT LOCATION MAP

Post Chapel (Auditorium) - Building 35
Post Theater - Building 67
Education Center - Building 102

-  PARKING AREAS
-  EVENT GROUNDS
-  EVENT BUILDINGS
-  PUBLIC FACILITIES

GATEWAY NATIONAL RECREATION AREA

Sandy Hook Unit

VEHICLE PARKING on SANDY HOOK DURING THE FEE SEASON

The Fee Plaza opens on Saturday, of Memorial Day weekend and remains open through Labor Day.

PARKING FEES: A daily beach parking fee of \$10 is charged until 4:00 p.m. during the lifeguard season. Vehicles over 20 feet are charged \$25.

ENTERING THE PARK UNDER A SPECIAL USE PERMIT:

Vehicles entering the park as guests of a permittee will identify themselves to the Fee Collector to gain entrance without paying the \$10 beach parking fee. However, if guests wish to leave their reserved area and drive to a beach parking lot and park there, they will need to purchase a daily parking pass for \$10 when they enter the park.

Note: Sandy Hook is a “Carry In-Carry Out” trash managed park – you will not find any trash receptacles. Please do not leave any trash behind when you visit the park. Thank you.

CONCERNING TENTS

Tents are permitted at either the Auditorium/Chapel site or at Field #102 when a special use permit has been issued for reservation of these locations.

Please contact Facility Manager Lou Hansen at 732-872-5920 for instructions relating to the installation of a tent or have your tent company call ahead for these instructions.

Some local tent companies found in the Red Bank area telephone directory are:

A-1 Tents & Party Rental, Red Bank, NJ	-	732-224-9188
Acme Party Rentals, Matawan, NJ	-	732-583-3677
All American Tents, NJ	-	1-888-560-8368
Classic Tents & Party Rentals, NJ	-	1-800-257-8445
The Party Corner, Shrewsbury, NJ	-	1-800-272-7891
Party Line, Oakhurst, NJ	-	1-800-438-6782

CATERING

Although you are not obligated to use the park concessionaire, H. S. Concessions, Inc., provides on site catering services for private parties at either the Auditorium/Chapel location, Field #102 or at the concessionaire's Segull's Nest, Area D beach center. Contact Ed Segal at 732-872-0025 for information.

ALCOHOLIC BEVERAGES

Alcoholic beverages are permitted on Sandy Hook.

INSURANCE REQUIREMENTS

All sporting activities must carry a minimum of \$1,000,000 liability insurance naming the United States of America as insured and Gateway National Recreation Area as additionally insured throughout the course of the event or activity.

Additionally, the permittee will take no action which would be detrimental to the historical or natural resources of the park, or have any adverse impact on the environment and will restore any area which has been altered, damaged or destroyed in any manner.

The permittee shall save, hold harmless and defend and indemnify the United States of America, its agents and employees for losses, damages, or judgments and expenses on account of fire, theft, or claims for bodily injury, death or property damage of any nature whatsoever and by whomever made arising out of the activities of the permittee, his employees, sub-contractors or agents under said permit.

In addition to the indemnification provided above, permittee expressly releases the National Park Service from any and all liability for loss or damage to permittee or any property belonging to permittee or to others caused by theft, vandalism, or any other cause beyond the reasonable control of the National Park Service.

Park Permit Location Guide

National Park Service, Sandy Hook

